

HISTORICAL RESOURCE PLANNER (Planner III)(546-13)

SALARY: \$49,982.40 - \$70,616.00 annually, plus liberal fringe benefits

Management Category IV

THE POSITION

This is advanced professional work of more than average difficulty, which may involve supervision of subordinate professional, technical and clerical personnel in one or more major program sections of a division for the City of Fort Lauderdale.

An employee in this class performs complex and difficult assignments, often requiring the supervision of lower level professional, technical and clerical personnel. The employee exercises reasonable initiative and independent judgment to accomplish assigned projects. The employee works under the direction of an assigned superior who reviews work in progress and upon completion in conferences with the employee, and by examination of work products.

NOTE: The duties of this position will include all of those duties set forth in the official job description.

THE REQUIREMENTS

1. Have successfully graduated from an accredited college or university with a Bachelor's Degree in urban planning, architecture, historic preservation, or public administration, or a closely related field.
2. Have at least four (4) years of increasingly responsible professional experience in urban planning, historic preservation, urban design, community development or in an area which included broad range planning, program planning and policy development. Some supervisory experience or training is required. Additional qualifying experience may be substituted on a year-for-year basis for the educational requirement.
3. A Master's Degree in urban planning, architecture, historic preservation, public administration, or a closely related field may be substituted for one (1) year of the experience requirement.
4. American Institute of Certified Planners (AICP) certification or registration as an Architect is desirable.

THE EXAMINATION

Depending on the number of applicants and the quality of their education and experience, the examination may consist of one or more of the following tests: Evaluation of Training and Experience, Oral Interview, Written Examination, or other assessment method. Applicants must attain a minimum score of 70 in each part of the examination in order to qualify. All successful applicants will be required to pass a medical examination, including drug screening, prior to appointment.

NOTE: **ALL APPLICANTS MUST COMPLETE ATTACHED SUPPLEMENTAL QUESTIONNAIRE AS WELL AS THE STANDARD EMPLOYMENT APPLICATION.**

HOW TO APPLY

Application forms should be filled out completely and should clearly show that the minimum qualifications are met. Eligibility for hire may be based on a rating of the application; therefore, completeness and accuracy are of the utmost importance. Official City of Fort Lauderdale applications will be accepted and **received** at the Department of Human Resources, City Hall, 100 North Andrews Avenue - 3rd Floor, Fort Lauderdale, Florida, **open continuously until sufficient applications have been received.**

PLM: 12/12/05:Ann#65-546-13

PLM: 04/09/06: Sal Chg

Medical Group III

HISTORICAL RESOURCE PLANNER

Name_____ SSN_____

**CITY OF FORT LAUDERDALE
SUPPLEMENTAL EMPLOYMENT QUESTIONNAIRE
HISTORIC RESOURCE PLANNER (546-13)**

This application supplement is an integral part of the application process and must be completed together with the formal application in order for you to be considered as an applicant. Answer each question thoroughly. Please type or print legibly. Failure to have experience in one or more of these areas **will not** disqualify you from competing for the position.

1. Do you possess a Bachelor's Degree from an accredited four-year college or university?

Yes_____ No_____

If "YES", indicate your major area of study in the space below.

2. Do you possess a Master's Degree from an accredited four-year college or university?

Yes_____ No _____

If "YES", indicate your major area of study in the space below.

3. Do you possess at least four (4) years of increasingly responsible professional experience in urban planning, historic preservation, urban design, community development, or in an area which included broad range planning and policy development, some of which included supervisory responsibility.

Yes_____ No_____

If "YES", indicate the number of employees supervised, their job titles, and the name of the employer where supervised.

Please limit your answers to one sheet of paper for each of the following questions. We are looking for specific examples of your experience, as it relates to the question. We will be rating the quality of your answers not the quantity.

4. Describe in detail the strategy used and steps you have taken to incorporate historic preservation into a comprehensive plan, master plan or neighborhood improvement plan. Include related zoning ordinances you drafted and/or were responsible for bringing to fruition.
5. Describe in detail the most significant historical resource preservation project or program for which you were responsible. Include your specific role and what obstacles, if any, you were faced with and how you overcame them.
6. Describe in detail your experience as staff liaison to citizen boards such as a Historic Preservation Board. Include the most comprehensive presentation you have made to a citizen board and the resources used to make your presentation.

My signature affirms that all information contained in this supplemental questionnaire is true to the best of my knowledge and that I understand that any misstatement of fact may result in disqualification or dismissal.

Signature

Date

(SIGNATURE NOT REQUIRED IF ATTACHED TO EMPLOYMENT APPLICATION AND SUBMITTED ELECTRONICALLY THROUGH THE CITY'S ON-LINE APPLICATION WEBSITE)